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Arrangements for the high-level meetings and the general debate of the sixty-third session of the General Assembly in September 2008

United Nations Headquarters, 22 September to 3 October 2008

Information note to delegations

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I. Introduction

1. The General Assembly will open the general debate on Tuesday, 23 September 2008, and it will continue until Wednesday, 1 October 2008. Since 30 September 2008 is an official holiday at United Nations Headquarters, no meetings will be held on that day.

2. The General Assembly, by its resolutions 62/204 and 62/242, decided to convene at the commencement of its sixty-third session, two high-level meetings of the Assembly at United Nations Headquarters. The High-level Meeting on Africa's Development Needs will be held on 22 September 2008. The High-level Meeting devoted to the midterm review of the Almaty Programme of Action will be held on 2 and 3 October 2008.

II. Arrivals and departures

Port-of-entry arrangements for Heads of State/Government, Vice-Presidents and Crown Princes

3. Member States, through their Permanent Missions and in coordination with the host country and host city authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all arrangements, such as travel to New York City, transit, ground transportation, attention to special health and medical considerations, secretariat and telecommunication services, and for the delegation's programme of activities that are not related to the high-level meetings and the general debate.

Procedures at United Nations Headquarters during the high-level meetings of the General Assembly for the period from 22 to 26 September 2008

4. Following past practice, the authorities of the United States of America will provide transportation (one vehicle) and security protection to Heads of State/Government and some heads of delegations during their stay in New York. Regardless of the size of the motorcade, only two vehicles — the car with the principal and the car with the lead security detail — will be allowed to enter the United Nations through the 43rd Street gate and discharge their passengers at the Delegates Entrance to the General Assembly Building. The remaining vehicles in the motorcade will discharge their passengers further down First Avenue or in front of the visitors gate to the United Nations (First Avenue and 46th Street).

5. In order to facilitate the departures of Heads of State/Government from Headquarters, a motorcade desk will be set up on the first floor, north of the Delegates Entrance at the Security Command Post (GA-101). Delegations wishing to depart must contact the motorcade desk personnel, who will then summon the vehicles and inform the delegation when ready for departure.

6. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades entering via the 43rd Street gate must have valid United Nations photo identification, including the five plus four secondary pass, in order to be permitted to pass through various security checks, including the Delegates Entrance, and enter the Headquarters Building;

(b) Heads of State/Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so. Time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit to enter the complex. The permits will be available through the Garage Administration (room CB-021; tel: 212 963 6212).

III. Schedules, list of speakers, statements, documentation and interpretation

General debate

7. The general debate will begin on 23 September 2008 in the General Assembly Hall at 9 a.m. and continue until 1 October 2008.

8. The list of speakers is available in rooms S-2925 and S-2940B. Any changes or exchanges of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (room S-2940B; tel: 212 963 5063; fax: 212 963 3783).

9. In keeping with previous practice, a voluntary 15-minute time limit for statements in the general debate of the sixty-third session is to be observed.

High-level Meeting on Africa's Development Needs (22 September 2008)

10. The plenary meetings will be held in the General Assembly Hall. Participation will be in accordance with the rules of procedures of the General Assembly and will be open to Member States, the Holy See, in its capacity as observer State, Palestine, in its capacity as observer, and other intergovernmental organizations and entities having received a standing invitation to participate as observers in the sessions and work of the Assembly, as well as relevant United Nations funds, programmes and agencies, the Bretton Woods institutions, the World Trade Organization, the regional development banks, the United Nations Conference on Trade and Development and development partners.

11. At the opening plenary meeting, the President of the General Assembly will make a statement. Thereafter, the Secretary-General will be invited to make a statement, followed by a limited number of leaders from Africa as well as major bilateral and institutional development partners.

12. The High-level Meeting will conclude with the adoption of a political declaration on Africa's development needs.

13. Two round tables will take place in the morning, immediately following the opening plenary meeting, and two in the afternoon in the Trusteeship Council and Economic and Social Council Chambers. The four round tables will have the same overall theme of the Meeting, "Africa's development needs: state of implementation of various commitments, challenges and the way forward".

14. Each round table will be co-chaired by Heads of State or Government. One of the co-chairpersons for each round table will be from Africa. The other

co-chairperson will be from one of the other four regional groups. The President of the General Assembly will request regional groups to nominate the co-chairperson(s) to represent their respective groups.

15. The round tables will open with a brief statement from one of the co-chairpersons, after which the floor will be open for an interactive, free-flowing discussion. Participants will be encouraged not to read prepared statements and to limit their interventions to not more than three minutes. There will be no formal list of speakers. Delegations and other participants who wish to take the floor will be invited to signify their intentions by raising their flags.

16. One of the co-chairpersons will make brief concluding remarks at the close of each round table.

17. Member States, observers of the General Assembly, heads of the United Nations funds, programmes and agencies, the Bretton Woods institutions, the World Trade Organization, the regional development banks, the United Nations Conference on Trade and Development, development partners, intergovernmental organizations and entities that have observer status with the Assembly and representatives of non-governmental organizations, civil society organizations and the private sector based on consultations by the President of the Assembly are invited to participate in the round tables.

18. Each head of delegation participating in a round table may be accompanied by three advisers.

19. Inscriptions in the round tables are on a first-come, first-served basis. Delegations wishing to participate are requested to inscribe with the General Assembly Affairs Branch (room S-2940B; tel: 212 963 5063; fax: 212 963 3783; or e-mail: heddachem@un.org).

20. The official programme will be complemented by side events comprising a range of activities, including special events with guest speakers, multi-stakeholder discussions and press launches of initiatives. These events will aim to focus attention on issues in Africa and the global context, share lessons learned and forge new partnerships with concrete steps on the way forward. The focal point for side events is the Office of the Special Adviser on Africa (Ms. Juliet Wasswa-Mugambwa; tel: 212 963 9576).

High-Level Meeting devoted to the midterm review of the Almaty Programme of Action (2 and 3 October 2008)

21. The opening plenary meeting will be held in the General Assembly Hall on Thursday, 2 October 2008, and will be immediately followed by a high-level panel with the theme, "Role of international support in establishing efficient transit transport systems to expand trade opportunities for landlocked developing countries", to take place in the Trusteeship Council Chamber. The high-level plenary meeting will continue from 3 to 6 p.m. and, the following day, from 10 a.m. to 1 p.m. and from 3 to 5.30 p.m. in the General Assembly Hall.

22. The high-level panel will be moderated by the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States. Presentations will be made by the heads of relevant United Nations agencies, financial and development institutions and regional development

banks. Representatives of relevant non-governmental organizations in consultative status with the Economic and Social Council, civil society organizations and the private sector will be invited to participate in the panel.

23. The outcome document of the High-Level Meeting devoted to the midterm review of the Almaty Programme of Action is expected to be adopted at the closing plenary meeting, to be held from 5.30 to 6 p.m. on Friday, 3 October 2008, in the General Assembly Hall.

24. Delegations wishing to participate are requested to inscribe with the General Assembly Affairs Branch (room S-2940B; tel: 212 963 5063; fax: 212 963 3783; or e-mail: heddachem@un.org).

Statements, documentation and interpretation

25. A minimum of 30 copies of the text of statements to be delivered at the high-level meetings should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, please see section XII below.

26. Given the security arrangements in place for the high-level meetings, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 and 9.30 a.m. by a delegation representative in possession of a valid United Nations building pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the same day that they are to be given.

27. Only official documents of the high-level meetings that carry a General Assembly document symbol and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall.

28. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters booths in the General Assembly Hall, must be made in advance

through the Planning and Meetings Servicing Section (tel: 212 963 8114; fax: 212 963 7405; e-mail: emeetsm@un.org).

IV. List of delegations

29. A list of delegations to the sixty-third session of the General Assembly will be available on the Protocol and Liaison Service website (www.un.int/protocol) starting on 15 September 2008. Missions are kindly requested to submit a comprehensive official list of delegations, including the functional titles and affiliations of each member, to the Chief of Protocol (room S-0201A; fax: 212 963 1921) as soon as possible. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive lists of delegations first electronically to sutliff@un.org, followed by a signed copy to be delivered to the Protocol and Liaison Service. A final comprehensive list of delegations to the sixty-third session of the General Assembly will be printed in November 2008.

30. Each delegation shall "consist of not more than five representatives, and five alternate representatives, and as many advisers and experts as may be required" (rules of procedure of the General Assembly, sect. III, rule 25). With the exception of a Head of State/Government, Crown Prince/Princess, Vice-President or Minister for Foreign Affairs, who would be listed as the head of delegation during his/her presence at the session, all other heads of delegations shall be counted as one of the five representatives. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State/Government should not be included in the official list of delegations.

V. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and associate members of regional commissions

Accreditation

31. Accreditation of official delegations and members of the parties of Heads of State/Government, Crown Princes/Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective delegations, together with the SG.6 form, entitled "Registration of members of delegations to temporary meetings",[1] duly filled out, to the Chief of Protocol (room S-0201; fax: 212 963 1921). Accreditation of official delegations of observer missions, intergovernmental organizations, specialized agencies and associate members of regional commissions will similarly be carried out by the Protocol and Liaison Service using the SG.6 form.

32. Once the lists of delegates, together with the SG.6 forms, are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the

[1] SG.6 forms may be downloaded from the following website: http://missions.un.int/protocol.

issuance of United Nations grounds passes in a timely manner, the following measures will be exercised:

(a) **Applications received in the office of the Protocol and Liaison Service before close of business on Friday, 12 September 2008**, will be available for collection starting on Monday, 15 September 2008;

(b) **Applications received in the office of the Protocol and Liaison Service after close of business on Friday, 12 September 2008**, will be available for collection 48 hours (two working days) after submission.

Representatives of Permanent/Observer Missions, intergovernmental organizations, specialized agencies and associate members of regional commissions are requested to deliver the authorized applications to the delegates who will proceed to the Pass and Identification Unit for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized application and a valid United Nations grounds pass. Otherwise, delegates who are in need of a photo ID are required to go with their SG.6 forms to the Pass and Identification Office, 45th Street and First Avenue, to have a photo taken and a pass processed.

33. Heads of State/Government, Crown Princes/Princesses and Vice-Presidents and their spouses will be offered VIP passes without photographs. Cabinet ministers and spouses thereof will be provided with VIP passes with photographs. In order for a VIP pass to be issued, appropriate requests and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

34. **Delegations wishing to send colour photographs for their VIP passes by e-mail must scan the official letter and photograph, and send them together, in one complete package, to chuaw@un.org. Colour photographs must be in jpeg format only.**

35. A separate list specifying the names of the members of the party of the Heads of State/Government, Crown Princes/Princesses and Vice-Presidents who require access to the United Nations — as well as their occupations (e.g., aides de camp, interpreters, physicians) — must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel: 212 963 7531). Passes for media personnel will be handled by the Media Accreditation Unit (tel: 212 963 6934).

36. Working hours of the Accreditation Unit in the Protocol and Liaison Service (212 963 7181) and the United Nations Pass and Identification Office (ground floor of the UNITAR Building, 45th Street and First Avenue (212 963 7533), in the days prior to the high-level meeting on the theme "Africa's development needs: state of implementation of various commitments, challenges and the way forward" and during the general debate, will be posted at the Protocol website (www.un.int/protocol) and at the entry to each respective office.

Access to meeting rooms and restricted areas

37. During the high-level event on 22 September 2008 and during the general debate from 23 September through 1 October 2008, access to meeting rooms and

restricted areas will be based on regular delegates' passes plus a secondary colour-coded access card. For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Every Permanent Mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings. The cards will be valid for the opening and closing sessions of the high-level meeting on the theme "Africa's development needs: state of implementation of various commitments, challenges and the way forward" as well as for the general debate;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(c) Representatives of Member States, observers, intergovernmental organizations and specialized agencies that have signed up to participate in the round tables will be issued four round table-specific access cards for entry into the Council Chamber. Other delegations wishing to observe the proceedings in the Chamber may do so from the gallery where seats will be available on a first-come first-served basis.

38. Colour-coded access cards for the high-level event and general debate should be collected from the Protocol and Liaison Service (room S-0201P; tel: 212 963 7181) on or after 18 September 2008, from 10 a.m. to 2 p.m.

39. Seats will be reserved in a VIP area for spouses of the Heads of State/Government, Crown Princes/Princesses and Vice-Presidents and Cabinet ministers participating in the event, provided that the Chief of Protocol is notified in advance of their attendance at the session. In addition, during the general debate, special protocol tickets for the General Assembly Hall will be issued for members of delegations on a limited basis: up to 15 seats in VIP section A on the second floor; a few seats, depending on availability, in a reserved area on the third floor; and a few more seats in the balcony on the fourth floor. The seats in VIP section A will only be allocated for the duration of the address of the head of delegation at the plenary meeting. Written requests for such tickets for the General Assembly Hall, specifying the names and titles of all attendees (**including the spouse of the dignitary speaking**), should be faxed to the Chief of Protocol (212 963 1921) at least one week in advance or delivered to the Protocol and Liaison Service in room S-0201. Guests of delegations with tickets to sections A and B in the General Assembly Hall who are not in possession of a regular United Nations grounds pass must enter United Nations Headquarters via the Visitors Entrance. Special protocol tickets should be collected two days prior to the address by the head of delegation at the plenary meeting.

40. For the High-Level Meeting devoted to the midterm review of the Almaty Programme of Action (2 and 3 October 2008), the regular accreditation procedures will take place and no colour-coded access cards will be needed.

41. All documents, forms and information material on the sixty-third session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Protocol website: www.un.int/protocol.

VI. Welcoming reception

42. On Tuesday, 23 September 2008, the opening day of the general debate, the Secretary-General and Mrs. Ban Soon-taek will host a welcoming reception in honour of the Heads of State/Government, Crown Princes/Princesses and Vice-Presidents participating in the sixty-third session of the General Assembly and their spouses, from 7 to 8.50 a.m. in the North Delegates Lounge. The Chief of Protocol will introduce the dignitaries to the Secretary-General and Mrs. Ban Soon-taek. An honour guard will be posted, media coverage will be provided and a continental breakfast will be served.

43. Only Heads of State/Government, Crown Princes/Princesses and Vice-Presidents, their spouses and interpreters, if required, will be admitted to the North Delegates Lounge.

44. At the end of the function, the dignitaries, assisted by protocol officers, will exit the North Delegates Lounge and be escorted to their seats at the delegation tables by the Permanent Representative or a member of their respective delegation. Spouses of the dignitaries, accompanied by Mrs. Ban Soon-taek and escorted by Protocol, will proceed to their reserved seats in the General Assembly Hall.

VII. Official dinner

45. There will be an official dinner hosted by the Secretary-General in honour of the Heads of State/Government attending the sixty-third session of the General Assembly in the Delegates North Lounge on Tuesday, 23 September 2008, at 7.30 p.m. Invitations will be issued in due course for this event.

VIII. Programme for spouses

46. Two social events will be offered by Mrs. Ban Soon-taek in honour of the spouses of Heads of State/Government, Crown Princes/Princesses and Vice-Presidents participating in the sixty-third session of the General Assembly, as follows:

(a) A tea reception on Tuesday, 23 September 2008, at 4 p.m., at the official residence of the Secretary-General, 3 Sutton Place, on the north-east corner of Sutton Place and 57th Street. The spouses of Cabinet ministers attending the general debate are also invited to attend this reception. Spouses may be accompanied for this event by a guest of their choice;

(b) A visit to the Museum of Arts and Design on Wednesday, 24 September 2008. The arrival at the new location of the museum, 2 Columbus Circle, is scheduled between 9.30 and 10 a.m. During this time, a continental breakfast will be served. The tour will begin promptly at 10 a.m. and will last approximately one hour. For logistical reasons, only the spouses of Heads of State/Government, Crown Princes/Princesses and Vice-Presidents are invited to join Mrs. Ban for the visit to the Museum of Arts and Design.

47. It is essential for the Chief of Protocol to be notified, at the earliest convenience of Permanent Representatives, of the presence of spouses of Heads of

State/Government, Crown Princes/Princesses, Vice-Presidents, Deputy Prime Ministers and Cabinet ministers in New York in order to expedite all the necessary arrangements.

IX. Security arrangements

Access to the United Nations Headquarters complex

48. The Headquarters complex will be closed to the public from 6 p.m. on Saturday, 20 September 2008, through close of business on Friday, 3 October 2008. Access to the United Nations complex during the high-level meetings and general debate will be restricted to delegates and their staff; staff members of the United Nations Secretariat, funds and programmes and agencies; and accredited media, affiliates and interns working in the Secretariat, who are in possession of a valid United Nations building pass. Special invited representatives and representatives of non-governmental organizations with a specific event/room pass will have access to the premises for the high-level meetings on 22 and 25 September 2008. Retirees will not be granted access to the premises from 22 September through close of business on 3 October 2008.

49. Representatives of non-governmental organizations without the specific event/room pass will not be granted access to the premises from 22 September through close of business on 3 October 2008.

50. Outside messengers will be redirected to the UNITAR Building, where the information desk will be relocated. All commercial deliveries for the United Nations loading dock (48th Street) will be restricted to the hours of 4 to 6 a.m.

51. Special invited participants, affiliates and interns will use the 46th Street crossing point and enter via the 46th Street gate, and will proceed through the security screening tent. Accredited media will be directed to the 47th Street gate to the North Lawn tent facility for screening and will be directed to the accreditation tent on the Public Plaza by the large flagpole.

52. For grounds passes for national security officers accompanying the Head of State or Government, please contact Captain William Ball, Security and Safety Service (tel: 212 963 7531) (see annex II, sample of request for grounds pass for security staff).

53. It must be emphasized that access to the United Nations will be denied to anyone who is not in the above-mentioned categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all instructions should be adhered to.

54. Any questions should be directed to the Officer-in-Charge of Operations, Inspector Clarence Pugh (tel: 212 963 9339), the Officer-in-Charge of the Security Events Planning Unit, Captain Mark Hoffman (tel: 212 963 7028) and the Officer-in-Charge of Special Operations, Captain William Ball (tel: 212 963 7531).

Access to restricted areas

55. Within the United Nations complex, there will be certain further restrictions on movements. Restricted areas have been designated, encompassing the entire second floor and Conference Rooms 5 through 8 of the General Assembly and Conference Buildings, including the North Delegates Lounge. Temporary bilateral booths will

be provided on the second and third balconies of the General Assembly Hall and portions of the General Assembly Public Lobby. Access to the restricted areas will be enforced by the Security and Safety Service. All delegates and their staff will be given access to the temporary bilateral booths with a valid United Nations grounds pass. United Nations staff members will need an all-area pass to access the restricted area.

56. The hours of operation of the Pass and Identification Office and the Pass and Identification Tent of the Security and Safety Service, during the high-level meetings and the general debate will be as follows:

Saturday, 13 September	1000 to 1800 hours
Sunday, 14 September	1000 to 1800 hours
Monday, 15 September	0800 to 1800 hours
Tuesday, 16 September	0800 to 1800 hours
Wednesday, 17 September	0800 to 1900 hours
Thursday, 18 September	0800 to 1800 hours
Friday, 19 September	0800 to 1800 hours
Saturday, 20 September	1000 to 1800 hours
Sunday, 21 September	1000 to 1800 hours
Monday, 22 September	0700 to 2000 hours
Tuesday, 23 September	0700 to 1800 hours
Wednesday, 24 September	0800 to 1800 hours
Thursday, 25 September	0800 to 1800 hours
Friday, 26 September	0800 to 1800 hours
Monday, 29 September	0900 to 1700 hours
Tuesday, 30 September	0900 to 1700 hours
Wednesday, 1 October	0900 to 1700 hours
Thursday, 2 October	0900 to 1700 hours
Friday, 3 October	0900 to 1700 hours

X. Arrangements for bilateral meetings

Facilities

57. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available in the General Assembly Public Lobby and on the second, third and fourth balconies of the General Assembly Building (for contact information, see sect. XVI below).

Reservation system

58. A reservation system has been established through eMeets (emeets.un.org) as of August 2008 in order to provide equitable and efficient use of the facilities, and is accessible to all Permanent and Observer Missions for this purpose. The electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the meeting. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

59. Electronic acknowledgement of receipt of each request will be given shortly after submission. Confirmation of room assignments will be provided the day prior to the meeting. Depending on the programme, every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

XI. Treaty signature/ratification event

60. In order to facilitate signature, ratification or accession to multilateral treaties deposited with the Secretary-General during the sixty-third session of the General Assembly, special arrangements will be made, including media coverage, for a treaty signature/ratification event from 23 to 25 and on 29 and 30 September 2008 in the area near the Delegates Entrance on the ground floor of the General Assembly Building, immediately to the right of the escalators. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (contact Sherry Holbrook or Bradford Smith at 212 963 5047). Those countries intending to sign, ratify or accede to a treaty must submit copies of their instruments of full powers, if required, or their instruments of ratification or accession to the Treaty Section for review by 1 September 2008. Copies of instruments may be faxed to the Treaty Section at 212 963 3693.

61. Information relating to the 2008 Treaty Event can be obtained from the United Nations Treaty Collection on the Internet at http://untreaty.un.org. This includes the letter of invitation from the Secretary-General; the annual publication on the core treaties relating to this year's theme, "Towards universal participation and implementation: dignity and justice for all of us"; a list of all multilateral treaties deposited with the Secretary-General; and procedural information. As is customary, it will be possible to undertake treaty actions with regard to any treaty deposited with the Secretary-General during the Treaty Event.

62. It is recommended that delegations, in addition to the Head of State/Government or Minister for Foreign Affairs, be limited in size. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State/Government, Vice-President, Crown Prince and Princess) from the escalators at the Delegates Entrance.

63. In order to have access to the premises during the 2008 Treaty Event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Public Information (contact Aberash Zewde at 212 963 7463 or consult

http://www.un.org/media/accreditation for additional information in this regard). Delegations are requested to designate an individual as a focal point for purposes of this event.

XII. Media arrangements and services

64. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the special meeting on Africa, the High-level Event on the Millennium Development Goals and the general debate of the General Assembly at its sixty-third session without additional accreditation. All others will be asked to submit, in advance of the aforementioned meetings, an online media registration form, which is available from http://www.un.org/media/accreditation/form/myform.asp. Please note that all media applying for accreditation online will receive e-mail notifications as to the status of their application. In addition, all media submitting the registration form will be required to submit a letter of assignment from their Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit and faxed to 212 963 4642. Two pieces of photo identification (such as passport, national press credentials, police press pass, driver's licence or state ID) are also required. Other credentials, such as bylined articles, may be requested. Criteria for media accreditation are available from www.un.org/media/accreditation.

65. Please refer to www.un.org/media/accreditation for details regarding accreditation requirements, media access to the United Nations Secretariat, liaison services for coverage of open and bilateral meetings, press conferences and briefings.

66. All members of the media corps accompanying Heads of State or Government or heads of delegation must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to:

Gary Fowlie, Chief, Media Accreditation and Liaison Unit
Department of Public Information
Room S-250, United Nations
Fax: 212 963 4642

67. Members of the media accompanying Heads of State or Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and valid photo identification.

Location and work hours of the Media Accreditation Office

68. The Media Accreditation Office is situated in room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

69. From Friday, 13 September, to Friday, 3 October, the Media Accreditation Office will be located in a tent on the North Lawn of the United Nations Headquarters, near the 48th Street entrance (south-east corner of First Avenue and

48th Street). The hours of operation for the days immediately before and during the sixty-third session of the General Assembly and general debate will be as follows:

Saturday, 13 September	1000 to 1800 hours
Sunday, 14 September	1000 to 1800 hours
Monday, 15 September	0800 to 1800 hours
Tuesday, 16 September	0800 to 1800 hours
Wednesday, 17 September	0800 to 1800 hours
Thursday, 18 September	0800 to 1800 hours
Friday, 19 September	0800 to 1800 hours
Saturday, 20 September	1000 to 1800 hours
Sunday, 21 September	1000 to 1800 hours
Monday, 22 September	0700 to 2000 hours
Tuesday, 23 September	0700 to 1800 hours
Wednesday, 24 September	0700 to 1800 hours
Thursday, 25 September	0700 to 1800 hours
Friday, 26 September	0800 to 1800 hours
Saturday, 27 September	Closed
Sunday, 28 September	Closed
Monday, 29 September	0900 to 1700 hours
Tuesday, 30 September	0900 to 1700 hours
Wednesday, 1 October	0900 to 1700 hours
Thursday, 2 October	0900 to 1700 hours
Friday, 3 October	0900 to 1700 hours
Saturday, 4 October	Closed
Sunday, 5 October	Closed

70. As of Monday, 6 October 2008, all pass and ID operations will resume at the Main Pass Office, located on the corner of 45th Street and First Avenue, from 9 a.m. to 4 p.m.

71. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

72. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 47th Street and First Avenue.

73. Media representatives are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed should First Avenue be closed for motorcades.

Media centre and other facilities

74. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephone, audio outlets and wireless Internet. The Ex-Press Bar on the third floor of the General Assembly Building will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth which will be assigned to them on a rotational basis. Those locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the Plenary Hall.

75. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide the following technical services:

- Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room
- Audio distribution of United Nations Television programmes over room sound system (eight channels) for listening
- Video and audio distribution for external recording.

76. An information desk will be staffed in the media overflow/working area from 22 September 2008 to assist journalists. For queries, call the Media Centre at 212 963 9611/9612/9613.

United Nations audio-visual materials

77. United Nations photos will be available from URL: photo.un.org. Digital photos are available as soon as the images are acquired and processed. Prints of the morning coverage will be available during the afternoon of the same day and prints of the afternoon coverage will be available the following morning. Nominal fees for the issuance of prints may apply. Please direct all photo inquiries and requests to the United Nations Photo Library (e-mail: photolibr@un.org; room S-805L; tel: 212 963 6927/0034; fax: 212 963 1658/3430).

78. Live pool United Nations Television coverage is available through Ascent Media/Waterfront and The Switch. For information on the exact coordinates, contact United Nations Television (room CB-56; tel: 212 963 7650; fax: 212 963 3860). A detailed schedule of live and ENG coverage will be made available to broadcast clients in advance.

79. Videotapes of speeches will be available for a fee in NTSC VHS and NTSC Betacam SP. Videotape orders requested in advance will generally be available on the day the statement is delivered. Videotapes of past coverage will be available as soon as possible. B-roll video material on selected topics is also available on NTSC Betacam. To request a videotape, contact the United Nations Video Library (room 2B-66 (second basement); tel: 212 963 1561/0656; fax: 212 963 3860/4501; e-mail: gonzalezm@un.org; fong@un.org; teza@un.org (please direct requests to all three e-mail addresses to ensure prompt attention)).

80. Digital audio files of the coverage proceedings are available from radio.un.org/library as soon as the statements are delivered. For information and requests, contact the United Nations Audio Library (located on the first basement concourse, level 1-B, in room GA-27; tel: 212 963 9272/9268/9269/7662; fax: 212 963 3860). Audio is normally available in the original language in which the statements were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities. Delegations may request one cassette or CD of each statement free of charge. Additional copies, back orders and other special requests are subject to charges and are handled by the Sound Recording Unit (room GA-13 C; tel: 212 963 7658).

81. Limited radio studio facilities will be provided to delegates and accredited journalists. For radio studio facilities, contact United Nations Radio by e-mail: chia-rubin@un.org; marchione-novoa-un.org; martinich@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

Internet

82. The United Nations website, through a dedicated portal web page (http://www.un.org/webcast), will provide coverage of the high-level event, General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photos and access to radio programmes, webcast videos and statements.

83. The United Nations News Centre portal (www.un.org/news) provides continuously updated coverage of a wide range of developments at United Nations Headquarters in New York and United Nations-related activities around the world. Visitors can subscribe to free e-mail news alerts or use a broad array of source materials, including summaries of meetings of the General Assembly, the high-level event, the Security Council and other United Nations bodies, statements by the Secretary-General and his Spokesperson, press releases, transcripts of press briefings and news conferences, as well as an array of multimedia products, from Webcasts and photos to audio and video programming by United Nations Television and Radio.

84. The United Nations Webcast service (www.un.org/webcast) will provide daily live and on-demand broadcasting over the Internet of General Assembly open meetings, conferences, press briefings and events. The meetings will be covered live in English and the original language of the speaker (floor). The archived webcast video will be made available on the Webcast website, along with the text of statements. In order to facilitate timely availability of statements on the website, delegations should send them via e-mail to webcast@un.org. Alternatively, clear copies of statements printed on one side of the paper should be dropped off at room S-1037A. Queries should be directed to the United Nations Webcast at 212 963 6733.

Pool coverage

85. Nearly all visual media coverage will be done by selected media pools owing to logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and

photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

86. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media accompanying Heads of State or Government will be able to cover all activities of their delegation, if approved by their delegations.

87. Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the meeting hall(s). Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the meeting hall(s) during speeches. Those operations will be coordinated by the liaison officer(s) accompanying the media.

Tickets to the press gallery in the meeting hall(s)

88. There are a limited number of tickets available for media representatives for the press gallery of the meeting hall(s). The Media Liaison Desk on the third floor will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Copies of speeches for the press

89. Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 50 copies to the media overflow/working area in Conference Room 1 (located in the first basement (1-B)) and an additional 50 copies to the Media Documents Counter, room S-394, in the third floor press area (tel: 212 963 2479/7166). No photocopying facilities will be available for this purpose.

United Nations press release coverage

90. The Department of Public Information will provide press release coverage in English and French of the high-level meetings and open meetings of the sixty-third session of the General Assembly, as well as summaries of press briefings and events. Press releases may be obtained from the media overflow/working area or the Media Documents Counter in the third floor press area or the United Nations website: (www.un.org/apps/pressreleases). Further queries should be directed to the Press Service (tel: 212 963 7211/2360 (English); 212 963 7191 (French)).

Background material and other queries

91. For media materials on the High-level event, see the United Nations website (www.un.org/millenniumgoals/2008highlevel). The site will also provide background materials, the overall programme and a list of partnership events.

92. For additional information, suggestions for possible interviews and other related assistance, contact the Strategic Communications Division, Department of Public Information (tel: 212 963 6816/6870; e-mail: mediainfo@un.org).

93. The General Assembly website is located at http://www.un.org/ga.

Briefings and news conferences

94. Daily noon briefings will be held for journalists in room S-226. All news conferences will be held in room S-226 unless otherwise noted. As media events are subject to change, journalists should consult the daily Media Alert, which is updated regularly and available from http://www.un.org/media/accreditation/mediaalert.asp. An updated schedule of press conferences can also be found at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (212 963 7707/ 7160/7161).

Coverage of bilateral meetings

95. Photo opportunities will be available for bilateral meetings that are open for coverage, when designated as such by the press attachés of the respective Member States. Media representatives covering those meetings will be informed of such opportunities by the appropriate mission press attachés. It will be the responsibility of the press attachés to inform the Media Liaison Desk of such opportunities and the media will then be escorted by a Liaison Officer. The Media Liaison Desk is situated on the third floor behind the General Assembly Hall.

XIII. Medical services

96. The United Nations Medical Services Division operates a walk-in clinic from 9 a.m. to 5 p.m. A nurse is on duty from 8.30 a.m. to 11 p.m. The clinic is located on the fifth floor of the Secretariat Building. In addition, during the high-level plenary meetings, a first-aid station/satellite of the Division will be set up on the second floor of the Conference Building adjacent to the elevator, in front of room C-202.

97. Physicians travelling with Heads of State or Government may contact the head nurse if they have special needs or if they need to view the facilities available at the Medical Service (Head nurse: Neomy Mantin; tel: 917 367 3627).

XIV. Host country liaison

98. All inquiries concerning host country matters should be directed to Russell F. Graham, Minister-Counsellor for Host Country Affairs at the United States Mission to the United Nations (regular business hours: 212 415 4330; after hours: 212 415 4444).

XV. Additional information and briefing sessions

99. If the need arises to update and expand the information contained herein, additional information may be issued. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings.

100. In the lead-up to the high-level meetings, the following documents have been or will be issued: .

(a) Notes verbales from the Protocol and Liaison Service on protocol arrangements, arrivals of Heads of State and Government, and the programme for spouses;

(b) Note verbale on bilateral meeting arrangements;

(c) Press kit for the sixty-third session of the General Assembly;

(d) *Delegates Handbook*;

(e) Information circular to media.

XVI. Focal points for arrangements related to the high-level plenary meetings

General Assembly Affairs:	Ion Botnaru, 212 963 2336
Meetings Management Section:	Jane Pittson-Chianese, 212 963 6541 Fax: 212 963 7405
Facilities for bilateral meetings:	Martin Garratt, 212 963 9283/9369 Fax: 212 963 9284
Protocol:	Desmond Parker, 212 963 7179 Fax: 212 963 1921
Spouses events:	Almudena de Ameller, 212 963 7178 Fax: 212 963 1921
Delegation accreditation and access:	Wai Tak Chua, 212 963 7181 Fax: 212 963 1921
Social events of the Secretary-General:	Anna Janowska, 212 963 7174 Fax: 212 963 1921
Security:	Jeffrey Armstrong, 917 388 5540 Fax: 917 963 1833
	Inspector Clarence Pugh, 212 963 9339 Fax: 212 963 1833
Media:	Gary Fowlie, 212 963 6934 Fax: 212 963 4642

Annex I

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

BILATERAL ROOM RESERVATION FORM
Sixty-third session of the General Assembly
22 September to 3 October, 2008

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		

N.B.: Each meeting room accommodates a maximum of eight persons. Twenty minutes are allotted per bilateral meeting, with ten minutes between meetings. Please indicate starting and ending times. Please also indicate the delegation with which you are meeting as well as the level of the meeting, whether Head of State, Head of Government, ministerial or other. Requests should be submitted at the latest by 6 p.m., one day before the meeting.

Please fax the completed form to 917 367 3007, Bilateral Coordinator, Meetings Servicing Unit, Department for General Assembly and Conference Management (tel: 212 963 9252/9369).

Annex II

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance_____ Renewal_____ Duplicate_____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Unit)_____

Annex III

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

Sixty-third session of the General Assembly

September 2008

Delegation of _____

Head of State: _____

or

Head of Government: _____

or

Head of delegation: _____

Title: _____

Date of arrival to New York: _____

Date of departure from New York: _____

Name of spouse (if present): _____

(First name) (Last name)

Contact at the Permanent Mission: _____

Phone number of contact: (office) _____ (cell) _____

Please return to the Protocol and Liaison Service (room S-0201; fax: 212 963 1921).